



**Langley Research Center
DIRECTIVES MANAGEMENT
TRANSMITTAL SHEET**

LAPD 9050.7

March 7, 2003

MATERIAL TRANSMITTED

LAPD 9050.7, "Use of Langley Research Center Facilities and Grounds for Employee Efficiency, Welfare and Morale."

RECISION

LAPD 9050.7, dated October 10, 2001.

SUMMARY

This directive has been revised to update a reference. The change is a minor change. Per LMS-CP-2701, "LaRC Directives Initiation, Review, and Approval," a review and approval cycle is not required.



**LANGLEY
POLICY
DIRECTIVE**

**Directive: LAPD 9050.7
Effective Date: March 7, 2003
Expiration Date: October 10, 2006**

Responsible Office: Office of Director

SUBJECT: Use of Langley Research Center Facilities and Grounds for Employee Efficiency, Welfare and Morale Purposes

1. POLICY

a. When not being used for official purposes, LaRC facilities and grounds may be used to support activities directly contributing to the efficiency, welfare and morale of Center employees. The Attachment is a list of facilities primarily affected by this policy. However, this policy applies to all facilities located on LaRC even though not specifically identified in the Attachment. Any question regarding the use of other facilities not set forth in the Attachment will be determined on a case-by-case basis consistent with this policy.

b. The following employee groups may use facilities and grounds for efficiency, welfare and morale purposes as set forth in this policy:

- (1) The LaRC civil servant workforce;
- (2) An individual LaRC organizational unit (OU); and
- (3) LaRC Exchange activities.

NOTE: Family members and guests of LaRC employees, retirees, Government Contract employees and official visitors may participate in employee efficiency, welfare and morale events.

c. Official functions and Center wide morale activities take precedence over all other activities. Other activities will be scheduled in the following order of precedence: Center-wide activities; morale activities conducted by specific competencies, offices, and branches. All other activities consistent with this policy will be scheduled on a "first-come first serve" basis.

d. LaRC civil servant employees may also hold modest celebrations, such as current employee retirements, career advancements, birthdays, showers, or other special occasions on a non-interference basis in work areas. Such use may be held during normal business hours and with approval from a supervisor.

e. In implementing this policy, the Center will:

- (1) Comply with Federal law, Federal regulations, and NASA policy governing use of its facilities and grounds.
- (2) Not engage in activities that unduly compete with local merchants.

2. APPLICABILITY

This directive is applicable to LaRC.

3. AUTHORITY

- a. 42 U.S.C. 2473(c) Section 203(c) of the National Aeronautics and Space Act of 1958, as amended.

4. REFERENCES

- a. NPD 9050.6F, "NASA Exchange Activities"
- b. LAPD 1150.2, "Boards, Panels, Committees, Councils, and Teams"
- c. LAPD 1680.1, "Access to Langley Research Center"
- d. LAPD 9050.8, "Use of Langley Research Center Facilities for Activities for Non-Official Events"

5. RESPONSIBILITY

- a. Authorized users and sponsors shall:
 - (1) Comply with LaRC policy regarding security requirements and access to the Center by non-LaRC personnel.
 - (2) Schedule use of LaRC facilities and grounds with the Office of External Affairs (OEA) in compliance with this policy.
 - (3) Observe rules regarding use of facilities and be responsible for the conduct of all participants.
- b. NASA Langley Exchange Council (see LAPD 1150.2, "Boards, Panels, Committees, Councils, and Teams") shall ensure the Langley Exchange activities are operated in accordance with this policy.

c. OEA will schedule and approve use of facilities. OEA will provide information regarding the type of event, expected number of participants, the approximate start time and end time, and other pertinent data about the event to the Office of Security and Environmental Management (OSEM). OEA will coordinate with Office of Chief Counsel (OCC) regarding releases of liability.

d. OCC will determine whether a release of liability is required for a particular event.

6. DELEGATION OF AUTHORITY

None

7. MEASUREMENTS

None

8. CANCELLATION

None

Jeremiah F. Creedon
Director

Attachment

PRIMARY FACILITIES AFFECTED BY THIS POLICY

1. H.J.E. Reid Conference Center (Facility 1222)
2. Tennis courts, playground, softball and football fields, picnics areas and shelters
3. Executive Conference Center (Facility 1218)
4. Pearl Young Theater (Facility 1202A)
5. Cafeteria (Facility 1213)
6. Langley Fitness Center Gymnasium (Facility 1222B)